



Policy: 4410
Procedure: 4410.07
Chapter: Education
Rule: Education Program Records

Effective: 7/30/08
Replaces: 4410.07
Dated: 10/10/1997

Purpose:

Arizona Department of Juvenile Corrections (ADJC) secure care schools maintain education records for all juveniles.

Rules:

1. The **EDUCATION SECRETARY** shall:
 - a. Develop cumulative record folders containing basic education information for each new student upon his/her enrollment in the ADJC education program;
 - b. Place information in each juvenile's education file to be maintained in each education program office;
 - c. Add all pertinent education data to the juvenile's education file as the various events occur to include:
 - i. Assessment information;
 - ii. Grades; and
 - iii. Education counseling records.
 - d. When a juvenile is being released from the secure school, retain the following records:
 - i. Withdrawal record of on-going courses;
 - ii. Transcript/permanent record of credits earned;
 - iii. Final educational assessment summary;
 - iv. Individual Education Plan summary;
 - v. Special Education records required for auditing; and
 - vi. GED documentation.
 - e. Discard all local departmental and inter-departmental correspondence that was relevant to managing the student at the facility but is irrelevant to future locations.

Signature Date

4/14/08

Approved by Process Owner

Dr. Patrick Jeske, Ph.D., Education Superintendent

Effective Date

7/30/08

Approved by

Michael D. Branham, Director